

**MEETING MINUTES**  
**Department of Corrections and Rehabilitation/Department of**  
**Mental Health Apprenticeship Committee**  
**Thursday October 18, 2010**  
660 Bercut Drive  
Sacramento CA 95811

Open Session

**I. CALL TO ORDER / APPROVAL OF PRIOR MEETING MINUTES**

The following members were in attendance

Debbie Rives, Chair – Corrections Standards Authority (CSA)  
Richard Subia – Division of Adult Institutions (DAI)  
Steve Kruse – Division of Juvenile Justice (DJJ)  
Frank Gomes – Division of Juvenile Justice (DJJ Parole)  
Paul Bestolarides – Office of Training and Professional Development (OTPD)  
Harry Gist – Department of Mental Health (DMH)  
Travis McCann – Office of Training and Professional Development (OTPD)

A motion was made and approved to adopt the meeting minutes from the July 29, 2010 meeting of the Apprenticeship Committee with the following changes. Add Richard Subia to the list of members in attendance. Amend agency for Travis McCann to read Office of Training and Professional Development (OTPD)

**II. LETTER TO DIVISION OF APPRENTICESHIP STANDARDS (DAS)**

The Division of Apprenticeship Standards (DAS) has requested that the newly formed Apprenticeship Committee formally accept responsibility for all apprentice agreements filed after July 1, 2005 when CPOST was abolished until the revised standards were approved by DAS in January 2010.

A motion was made and approved to approve the attached letter to DAS accepting responsibility for all apprenticeship agreements filed during the transition from July 1, 2005 through January 2010.

**III. REVISION TO THE OPERATING PROCEDURES**

Appendix 1 of the new credit policy has been revised to provide a more detailed percentage of internal credit to apprentices transferring from one entry level classification to another. A motion was made and passed to accept the new credit policy that would grant transferring apprentices an amount of internal credit based on the number of months on the job.

Appendix II is the Apprenticeship Program monthly Report that was developed in order to ensure compliance with the Apprenticeship Program standards and to facilitate efficient operation of the program statewide.

A motion was made and passed to accept the Apprenticeship Program Monthly Report and direct all IST officers to use this form when submitting their monthly report as required by the new standards and operating procedures.

#### **IV. STATUS OF THE IMPLEMENTATION OF REVISED STANDARDS AND OPERATION PROCEDURES**

OTPD has scheduled three mandatory training sessions for IST staff regarding the Apprenticeship Program. The first meeting was held on September 30<sup>th</sup> covering the operating procedures. The meeting on October 14<sup>th</sup> covered the Apprenticeship Program LAAM Monthly Report. The November 18 meeting will cover the internal credit policy. This was an informational item only.

#### **V. DAS Apprenticeship Audit Report**

The Division of Apprenticeship Standards (DAS) released a draft report of findings from its audit of the correctional peace officer apprenticeship program on September 21, 2010. CDCR drafted a response and it was sent to DAS by the Office of Audits and Compliance.

#### **CLOSED SESSION BAGLEY KEENE ACT §11125(B)**

The Apprenticeship Committee convened to closed session. Per the Bagley Keene Act, the minutes of the closed session are confidential and are disclosed only to the Apprenticeship Committee or to a reviewing court.

#### **Reconvene Open Session**

The decisions made in closed session were as follows:

Case 2010-14	Approve 80 hours credit towards YCC Apprenticeship program
Case 2010-15	Approve 80 hours credit towards YCC Apprenticeship program

#### **Public Comment**

None.